

American Embassy, Amman

Vacancy Announcement

VACANCY - ANNOUNCEMENT NUMBER: 14-28

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs) – All Agencies

POSITION WAE Roving Administrative Clerks/Escorts
(This position requires a Top Secret Security Clearance)

OPENING DATE: March 6, 2014

CLOSING DATE: Open Until Filled

WORK HOURS: When Actually Employed (WAE)

SALARY: *EFM: (Position Grade: **FP-9**, Starting Salary \$32,282)

ALL APPLICANTS MUST BE U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (USEFMs) TO BE ELIGIBLE FOR CONSIDERATION. DEFINITION OF USEFM IS PROVIDED LATER IN THIS ANNOUNCEMENT.

The U.S. Embassy in Amman is seeking at least two individuals for the positions of Roving Administrative Clerk/Security Escort. The work schedule will be intermittent and flexible. The incumbent will work as required per individual section needs.

BASIC FUNCTION OF POSITION:

On an as-needed basis, provide temporary office and functional coverage for American employees. Perform short-term assistance for special projects or periods of increased work levels in any mission office to which the incumbent is assigned. Employees will perform a variety of duties in various positions on an as-needed basis. Responsibilities could include but are not limited to: escorting people or items; performing administrative duties; and completing special projects. Employees with special training and skills may be called upon to provide more substantive work. Work may be either part- or full-time on an intermittent basis. Employees may work in any section in the Embassy, including for other agencies under Chief of Mission authority.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting.

1. Education : Successful Completion of Secondary School is required.
2. Experience : Six months to one year secretarial/clerical experience is required. Good customer service skills are required.
3. Language: Level 4 (fluent) in speaking and reading English is required. English proficiency may be tested.
4. Knowledge: Incumbent should be familiar with structure of the U.S. Mission and responsibilities of individual offices. Incumbent will need to know Embassy/DOS security procedures (including handling classified material), communications protocols, and other basic office procedures as required.
5. Skills and Abilities: Must be quick learner and able to adapt to a variety of office settings. Proficiency with MS Office and other computer applications used by U.S. Mission is required. Requires office management skills, i.e. word processing, filing, drafting correspondences, etc. Must have strong organizational skills with the ability to schedule, make travel arrangements, and coordinates projects.
6. Clearance Level Must be able to obtain and retain a Top Secret clearance.

SELECTION PROCESS:

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for U.S. Federal Employment DS-174.
2. A current resume or curriculum vitae that provide the same information as a DS-174
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. EFM, USEFM, and AEFM applicants must clearly indicate their status in the text or subject line of their application.
6. List any relatives or members of your household that work for the U.S. Government (include their name, relationship, agency, position and location).

SUBMIT APPLICATION AND SUPPORTING DOCUMENTS TO

Human Resources Office
Telephone: 59060000

Applications can also be submitted electronically through AmmanEmployment@State.gov. Please note “**V-14 – 28 WAE Roving Administrative Clerks/Escorts**” in the subject line of the e-mail.

***DEFINITIONS:**

1. **Appointment Eligible Family Member (AEFM):** An EFM (see #2) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is a* U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- *Is* listed on the travel orders *or approved Form* OF-126, *Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; and
- *Is* residing at the sponsoring employee's post of assignment abroad; and
- Does not receive a Foreign Service or Civil Service annuity

2. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

CLOSING DATE FOR THIS POSITION: Until Filled

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.